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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 7 April 1958

FROM : Chief, O&M Staff, DD/P Area

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SUBJECT: Comprehensive Management Study [REDACTED]25X1A9a
25X1A6a

1. In the course of examining several requests for changes in the Table of Organization, [REDACTED] asked if I could do a "complete management study of the whole station". I told him, of course, that I would like to and that I thought a study could be made with considerable profit.

2. This is to pass on to you that although this falls within our assigned organizations, I am unable to free an O & M Examiner (or two) for such a study. Considering only our present assignments it will be three to four months before we could do it - I don't think it should wait that long.

3. When the study is undertaken, it should report on the station's organization and management in relation to both its routine mission and the emergent mission; clarity of line of command; adequacy of policy instructions; staffing and use of contract employees, et al.

If the study is initiated by someone else, I would be glad to talk to the individual before they begin the study.

[REDACTED] 25X1A9a

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